## **STATE OF NEW HAMPSHIRE**

## REQUEST FOR PROPOSALS

## INTRODUCTION

The New Hampshire Insurance Department (NHID) is requesting proposals for a consultant to assist the NHID with identifying and classifying health care provider entities in New Hampshire. This consultant will be responsible for classifying individual physicians with group practices and describing the association arrangements individual physicians have with various health care delivery systems within NH. This arrangement will continue through June 30, 2008.

NH RSA 400-A:15 I; RSA 420-G:14 gives the NHID the authority to use commercial insurance claims data to provide information to the public on the cost of health care services, currently provided through the NHID's HealthCost website. Integral in providing health cost information is the correct assignment of providers within NH to the group practices or delivery systems they are associated with.

## GENERAL INFORMATION/INSTRUCTIONS

Sealed envelopes containing three copies of the proposal will be received until 4:00 PM local time, on Friday, May 25, 2007, at the New Hampshire Insurance Department, 21 South Fruit Street, Suite 14, Concord, New Hampshire, 03301. Sealed envelopes should be clearly marked "Attn: Tyler Brannen, Health Care Statistician, RE: RFP for HealthCost Consultant".

Alternatively, you may email your proposal as a PDF attachment to <u>tyler.brannen@ins.nh.gov</u>. E-mailed proposals will be received until 4:00 PM local time, Friday, May 25, 2007.

Proposals should be prepared simply and economically, providing a straightforward, concise description of bidder capabilities to satisfy the requirements of the RFP and the methodology the bidder proposes to use. Emphasis should be on completeness and clarity of content.

Evaluation of the submitted proposals will be accomplished as follows:

(A) <u>General</u>. An evaluation team will judge the merit of proposals according to the general criteria defined herein.

Officials responsible for the selection of a Contractor shall insure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications.

Failure of the applicant to provide in its proposal all information requested in the Request for Proposals may result in disqualification of the proposal.

(B) <u>Specific.</u> A comparative scoring process will measure the degree to which each proposal meets the following criteria:

(1) Experience of the consultant in identifying physician entities and organizational arrangements within NH, and an understanding of how health care costs are derived. The proposal must include a listing of references of recent engagements of the consultant that reflect experience appropriate for work on this project, including telephone numbers and specific persons to contact.

25 percent

(2) Qualifications and experience of the consultant. The proposal must include a summary of experience, including current resume.

20 percent

(3) Timeframe. The proposal must specify a timeframe in which the entity commits to project deliverables as they are developed.

15 percent

(4) Derivation of cost for the consulting time. The proposal should include the hourly or daily rate for individual, and an estimate of the amount of time each person might be expected to expend on the project. The proposal must also include the expected out-of-pocket expenses in the fixed cost. The proposal might include not-to-exceed limits. The response required pursuant to this part shall be sufficiently detailed to create a general expectation of the cost anticipated.

40 percent

- (C) <u>Conflict of Interest.</u> The applicant shall disclose any actual or potential conflicts of interest.
- (D) Other Information. The New Hampshire Insurance Department will accept written questions related to this RFP from prospective bidders with the deadline being May 11, 2007. Questions should be directed to Tyler Brannen, Health Care Statistician, New Hampshire Insurance Department. Alternatively, you may email your questions to Mr. Brannen at tyler.brannen@ins.nh.gov.

A consolidated written response to all questions will be posted on the New Hampshire Insurance Department's website <a href="www.nh.gov/insurance">www.nh.gov/insurance</a> along with the RFP specifications on or before May 18, 2007.

The successful bidder or bidders will be required to execute a state of New Hampshire Contract. Attached exhibits will become part of the final contract. Exhibit B contains the general conditions as required by state of New Hampshire purchasing policies and the Department of Administrative Services. Although this standard contract can be modified slightly by mutual agreement between the successful bidder and the New

Hampshire Insurance Department, all bidders are expected to accept the terms as presented in this RFP. Failure of the bidder to accept the terms of the Exhibits as presented may result in the disqualification of the proposal.

Compensation under this contract shall not exceed \$30,000.

All proposals will be publicly opened at the above stated date and time. <u>Proposals</u> received after the above date and time will not be considered. The state reserves the right to reject any or all proposals.